**LETTER NOTIFYING EMPLOYEES OF POSSIBLE**

**COLLECTIVE REDUNDANCIES**

Dear [NAME]

**Notification of possible collective redundancies**

I refer to our recent meeting and write to confirm the announcement that was made.

[DESCRIBE THE REASONS FOR REDUNDANCIES].

As a result, the Company has, unfortunately, concluded that it may have to make redundancies.

The Company will be exploring ways of avoiding compulsory redundancies and minimising the number of employees affected. It will be consulting with representatives of all affected employees in due course.

The Company will carry out a consultation exercise with appropriate representatives of those employees who may be affected. Further information on the Company's proposals will be provided to the representatives and all affected employees will be kept informed of the progress on the consultation process. The consultation will cover the Company's proposed selection criteria and ways of avoiding or reducing the number of redundancy dismissals and mitigating the consequences of any such dismissals.

Following consultation with employee representatives, individual consultation meetings will then be arranged with affected employees.

If you have any questions in the meantime, please do not hesitate to contact me.

Yours sincerely

[NAME]